

**Academic Year.** July 1 through June 30.

**Accredited.** When applied to continuing or initial accreditation, this is the status assigned to a teacher education unit which meets substantially the accreditation standards prescribed in regulations adopted by the State Board.

**Accredited with Stipulation.** The status assigned to a teacher education unit that has critical weaknesses based on the accreditation standards prescribed in regulations adopted by the State Board that must be addressed by the unit prior to the granting of "accredited" status.

**Administrative Head of Education.** The chief officer of the institution's designated education unit. The official title given to this administrator could be chairperson of the division of education, head of the department of education, dean of education, etc.

**Annual Report.** Information as specified by the Commissioner which must be submitted on a yearly basis.

**Approved Program.** A teacher education program approved by the State Board.

**Approved with Stipulation.** The status assigned to a professional education program that has critical weaknesses based on the program standards prescribed in regulations adopted by the State Board that must be addressed by the unit prior to the granting of approval.

**Certification.** The act of designating persons who boards of education may legally employ as teachers and other professional education personnel, and of issuing professional certificates to those qualified persons as a result of their having completed a state-approved teacher education program.

**Combined On-Site Review Team.** An on-site review team which has members who represent NCATE and the State Board.

**Commissioner.** The state Commissioner of Education or the Commissioner's designee.

**Content Area Courses.** Courses and other learning experiences in the academic or professional area that the candidate plans to teach, for the grade level at which the candidate plans to teach, or for other professional roles in which the candidate plans to serve. Examples of content studies include science, elementary education, school psychology, administration, reading, and physical education. For some content studies such as elementary education, the content and professional studies are closely integrated.

**Continuing Accreditation.** The status assigned to a teacher education unit which after achieving initial accreditation continues to substantially meet the accreditation standards prescribed in regulations adopted by the State Board.

**Continuing Accreditation Report (CAR).** The 25 page report prepared by a unit seeking continuing accreditation status.

**Continuing Accreditation with Probation.** This accreditation decision indicates that the unit has serious and significant weaknesses related to the Kansas State Board of Education standards. As a result of the continuing accreditation review, the Kansas State Board of Education has determined that weaknesses with respect to standards will place a unit's accreditation in jeopardy if left uncorrected.

**Continuing Accreditation Report (CAR).** The 25 page report prepared by a unit seeking continuing accreditation status that presents an overview of the institution and the education unit, and a summary of changes, new initiatives, and future directions as they pertain to each of the four standards categories.

**Course.** An organized subject matter in which instruction is offered within a given period of time as a part of program and for which credit toward graduation and/or certification is usually given.

**Eligibility Roster.** A current listing of persons eligible to serve on on-site review teams.

**Endorsement.** The code numbers and legend printed on the certificate which identifies the level and field or subject a person is entitled to teach.

**Evaluation Review Committee (ERC).** A standing committee of the Teaching and School Administration Professional Standards Advisory Board delegated the responsibility to recommend accreditation and approved program actions, based on the institutional self study, team report and other relevant information, to the State Board of Education through the appropriate person responsible for teacher education accreditation/program approval at the State Department of Education and the Office of the Commissioner of Education.

**Exit Conference.** A meeting between the team chairs, the administrative head of education and other members of the college/university faculty, and the KSDE teacher education consultant at the completion of the on-site review. The purpose of the meeting is to inform the institutional personnel that the team has completed its on-site work and to present any other information that is deemed appropriate by the team chairs.

**Field Experiences.** All those professional laboratory experiences provided teacher education students in elementary, secondary schools, or other educational settings not formally under the direct control of, or affiliated with the teacher education unit. (See Professional Laboratory Experiences.)

**Full-Time Faculty.** Employees of a higher education institution with full-time assignments within the unit as instructors, professors at different ranks, administrators, or other professional support personnel (e.g., student teaching supervisor or advisor).

**General Studies.** Courses and other learning experiences in the liberal arts and sciences that candidates in baccalaureate programs typically complete in the first two or three years of their programs for the purpose of becoming liberally educated college students.

**Indicators.** Operational definitions that suggest the kinds of evidence that professional education units should provide to demonstrate that a standard is met. They are not standards in and of themselves. In determining that a standard is met, Board of Examiners teams will weigh the evidence provided for each indicator as well as other data not necessarily related to indicators but germane to the standard. It is possible for a unit to be judged to meet a standard without addressing each indicator. In such cases, other evidence for meeting the standard will have been offered by the unit and judged as acceptable by the Board of Examiners team.

**Innovative or Experimental Program.** A program that cannot conform to the *Certification and Teacher Education Regulations*.

**Institutional Report.** A qualitative and quantitative report prepared by the unit for an accreditation visit to describe how the professional education unit meets the accreditation standards prescribed in regulations adopted by the State Board.

**NCATE.** The National Council for Accreditation of Teacher Education.

**Not Accredited.** The status assigned to a teacher education unit which fails substantially to meet accreditation standards prescribed in regulations adopted by the State Board.

**Not Approved.** The status assigned to a professional education program which fails substantially to meet program standards prescribed in regulations adopted by the State Board.

**On-Site Coordinator.** The individual at an institution who has been assigned the responsibilities of organizing the on-site visit and other tasks related to the visit.

**On-Site Review Team.** A group of persons appointed by the Commissioner to review and analyze an Institutional Report, conduct an on-site review of the teacher education institution or a professional program or programs of such institution, and prepare a report concerning the matter.

**Operational.** A new program is considered to be operational if one or more students have declared the program as an endorsement for their teaching license and are currently enrolled in the required program coursework.

**Part-Time Faculty.** Employees of a higher institution who have less than a full-time assignment in the professional education unit. Some part-time faculty are full-time employees of the college or university with a portion of their assignments in the professional education unit. Other part-time faculty are not full-time employees of the institution and are commonly considered adjunct faculty.

**Probation.** The two-year status assigned to a teacher education institution which after achieving initial accreditation, failed to continue to meet substantially accreditation standards prescribed in regulations adopted by the State Board.

**Probationary On-Site Visit.** The Probationary On-Site is a visit which must be scheduled by a unit within two years of the semester in which a probationary decision is rendered. The on-site visit date must be scheduled in coordination with both KSDE and/or NCATE.

**Probationary Review.** The Probationary Review is the process in which the probationary on-site visiting team submits their report for consideration by the Evaluation Review Committee and for subsequent review and final decision by the Kansas State Board of Education.

**Professional Education Faculty.** Those individuals who teach one or more courses in education, provide services to education students (e.g., advising or supervising student teaching) or administer some portion of the unit. Professional education faculty include both higher education faculty and school-based personnel; they are all considered to be members of an institution's professional education unit.

**Professional Education Program or Program.** An organized set of learning activities designed to provide prospective school personnel with the knowledge, competencies and skills to perform successfully in a specified educational position.

**Professional Education Unit.** The professional education unit is the institution, college, school, department, or other administrative body within the institution that is primarily responsible for the initial and advanced preparation of teachers and other professional school personnel. (The institution as a whole may also be considered to be the unit.) Although it is not essential that all professional education programs be administratively housed in the unit, the NCATE standard on governance and accountability requires that all professional education programs in an institution be organized, unified, and coordinated by the unit.

**Professional Laboratory Experiences.** The contacts with children, youth, and adults which are provided through observation, participation, and teaching and which make a direct contribution to the understanding of learners and their guidance in individual and group teaching-learning processes.

**Program.** A planned sequence of courses and experiences leading to a degree, a state license, and/or adequate preparation to provide professional education services in schools.

**Program Folio.** A qualitative and quantitative description of how a teacher education unit meets the program standards prescribed in regulations adopted by the State Board.

**Protocol.** The procedures that guide joint KSDE/NCATE site visits in Kansas has a partnership agreement with NCATE.

**Rejoinder.** The institution's written response to a team report, or which may take the form of a letter or a document. A rejoinder is required of all units following their receipt of the team report.

**Review.** The process as carried out by a team, of applying adopted evaluative criteria (standards) to a teacher education unit or program to determine its quality.

**Review Team.** A group of persons appointed by the Commissioner to review and analyze an Institutional Report or program folio of a teacher education unit and prepare a report concerning the matter.

**Self-Study.** An institutional analysis in light of state standards describing the teacher education unit or its programs prepared by the teacher education unit which describes its programs.

**State Approval.** A governmental activity requiring specific professional education programs within Kansas to meet standards of quality so that their graduates will be eligible for state licensing. State approval is used synonymously with program approval.

**State Board.** The Kansas State Board of Education.

**Student Teaching.** An in-depth, direct teaching experience conducted in a school setting that is usually a culminating field-based experience for the initial teacher preparation program.

**Teacher Education Institution or Institution.** A college or university which offers at least a four-year program of study in higher education and which maintains a unit which offers teacher education programs.

**Teacher Education Program.** An organized set of learning activities and opportunities designed to provide prospective school personnel with knowledge, competencies, and skills to develop the attitudes necessary for successful performance in a specified education setting. Each program shall lead to potential certification by the State Board of Education.

**Teacher Education Students.** College or university students enrolled in a program that has been designed for the preparation of teachers and other school personnel, the completion of which usually leads to professional certification.

**Teacher Educators.** Professional educators who serve as the training arm of the teaching profession. They include higher education faculty and school-based practitioners who supervise field experiences, student teaching, and internships.

**Team Chair.** A professional educator designated to head the review team to which he/she has been appointed by the State Board of Education. The responsibilities of this member include presiding over all meetings, providing leadership designed to help the team accomplish its purpose, preparation of the official team report, etc.

**Third-Year Review.** The interim review of an unit's Annual Reports that is issued by NCATE at the midpoint of the accreditation cycle, once a unit has had an initial review. The third-year review indicates areas of continuing weakness, as well as emerging problems that may need attention by the unit prior to its continuing accreditation visit.

**UAB.** Unit Accreditation Board.

**Unit Head.** The individual--usually a dean, director, or chair--officially designated to represent the professional education unit as an assigned authority and who has responsibility for its overall administration and operation.

**Weaknesses.** The features and characteristics that prevent the unit or program from being effective at the level expected to meet a KSBE or NCATE standard.